

## **WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: SUPPORT SERVICES**

**DATE: FEBRUARY 1, 2012**

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**COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:**

SUPERVISORS TAYLOR  
STRAINER  
LOEB  
MCDEVITT  
FRASIER  
VANSELOW

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR  
JACK BIENIEK, VICE PRESIDENT, COOL INSURING AGENCY, INC.  
DANIEL STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
SUPERVISOR MASON  
SUPERVISOR THOMAS

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR WESTCOTT

SUPERVISOR WOOD  
NICOLE LIVINGSTON, DEPUTY CLERK

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Mr. Taylor called the meeting of the Support Services Committee to order at 1:30 p.m.

Motion was made by Mr. Strainer, seconded by Mr. McDevitt and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Amy Clute, Self-Insurance Administrator, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Clute recognized Jack Bieniek, Vice president of Cool Insuring Agency, Inc. was present to address the Committee regarding Property & Casualty Insurance. Mr. Bieniek directed the Committee members to Item 1 c. on the Action Agenda, NYMIR (New York Municipal Insurance Reciprocal) capital return. He mentioned that in the early 1990's, the County had capitalized NYMIR for an amount of approximately \$120,000 upon entering the Property & Casualty Insurance program. He added that once NYMIR became solvent they began to return capital to their members. Initially, he continued, NYMIR had planned to return 75% of the capital and last year had made the determination to return 100% providing that their clients renewed with them; therefore, he announced that the County would be receiving a check in the amount of \$31,335. Joan Sady, Clerk of the Board, advised that the check had been received.

Continuing to Item 1 b., National Flood Insurance Program, Mr. Bieniek recalled that at the last Committee meeting, County-owned buildings located in Flood Zone A, those which were not covered for the flood peril, were identified as buildings on the Fairgrounds property and buildings located at the Riverside Station in Riparius. He noted that the train caboose used for tourism visitation was not eligible for coverage because it was considered a portable structure, not a permanent structure, according to the National Flood Plan. He provided a premium estimate of \$417 to provide flood coverage for the historical train station; however, he said, in order to do so, a bona fide elevation certificate would be necessary, which would be the responsibility of the respective town that the structure was located in. Mr. Bieniek added that the restroom building located at the Fairgrounds was valued at \$209,000 and had a premium estimate of \$2,260, which also was subject to receiving an elevation certificate from the Town of Warrensburg. With regard to the picnic and pole pavilions located on the Fairgrounds, he continued, neither structure was eligible for coverage due to the lack of four sides and walls. He asserted that the authority had been given back in December to insure similar pavilion structures on the site and that premium would be refunded back to the County due

to the ineligibility as previously described. He advised that if the aforementioned buildings were of any value to the County, he would recommend pursuing the flood insurance coverage; however, he stated, if they were not, then this discussion was a moot point.

Discussion ensued relative to the structures outlined by Mr. Bieniek. Mr. Thomas apprised that the restrooms at the Fairgrounds were in good condition; however, he said, the other structures were not in very good condition and needed work. Mr. Taylor questioned what the deductible would be and Mr. Bieniek responded there was a \$10,000 on the buildings.

Paul Dusek, County Administrator, pointed out that an offer to purchase the property was still pending and said offer was approximately \$61,000, which was a significant difference from the \$209,000 assessment. If the County was successful in selling the property in the future, Mr. Dusek asked if the premium balance would be returned and Mr. Bieniek replied affirmatively, noting it would be a pro-rated amount returned to the County.

Ms. Clute informed that the Committee had already approved the securing of flood insurance on the remainder of the Fairground buildings at the last meeting and at that time additional information was needed on the two pavilions and the restroom building, as well as the historical train station, in order to determine whether they should be included in the coverage or not.

Following discussion, it was the consensus of the Committee to not pursue flood coverage for the historical train station building or the restroom building located on the Fairgrounds.

Mr. Bieniek remarked that his last item for discussion pertained to Cyber Security Insurance. He noted that he had recommended that the County view this as an emerging trend and he distributed an informational packet concerning data security breach to the Committee members for review, a copy of said packet is on file with the minutes. He suggested that the Committee members review the information prior to taking action on the matter. He reviewed national statistics and added that it was a continuing trend to see in national news reports how large information-based computer systems were being hacked or crashed and personal privacy information was being breeched. Mr. Bieniek mentioned that the Federal government and New York State had enacted laws to guard against individuals loss of personal information. He stated that for one million dollars worth of coverage, with a \$50,000 deductible, the premium cost would range between \$27,500 to \$35,000 based on the County's needs. In conclusion, he recommended that the County contact NYSAC (New York State Association of Counties) to determine what other counties in the State were doing to handle this type of security threat and the associated coverage policies. He further suggested that the matter be discussed with the Information Technology Department as a means of measuring the County's exposure.

Ms. Clute returned to the Agenda review, and advised Item 2 concerned the Workplace Violence Prevention Plan and Program. She explained that in 2007 the County implemented a program on workplace violence. Since that time, she continued, Needham Risk Management, the County Administrator, the County Attorney and herself had reviewed said program and as a result, an updated version of the Workplace Violence Prevention Plan and Program was developed and included in the Agenda for the Committee's review. Ms. Clute requested a resolution to implement the new Plan.

Mr. Dusek expounded that the original Plan was much more general, whereas the new Plan was very

detailed and provided guidance on how to handle certain situations that could arise. He noted training would also be an important part of the Plan and he recommended the adoption of the Workplace Violence Prevention Plan and Program. In response to an inquiry, Mr. Dusek advised that his Office would be responsible for providing the information to all employees.

Motion was made by Mr. Strainer and seconded by Mr. McDevitt to approve the Plan as presented.

Mr. Loeb opined there was a substantial amount of information included in the Plan that should be carefully reviewed prior to its' adoption. Mr. Dusek responded that the Committee could review the Plan and defer its' adoption until next months Committee meeting.

Mr. Strainer withdrew his motion to approve the Plan and Mr. McDevitt withdrew his second to the motion. It was the consensus of the Committee to defer action until next month.

Ms. Clute stated Item 3 on the Agenda was with regard to the Municipal Center Emergency Action Plan. She explained that the Plan was a requirement and was recently updated for the first time since 2006. She noted the Plan outlined what to do in various types of emergencies. She recognized that parts of the Plan were pending, such as the PA system for the Municipal Center Building; and therefore amendments would be required following completion of the pending items. Ms. Clute advised that approval of this Plan could be deferred until next month, as well, if the Committee desired additional time to review it.

It was the consensus of the Committee to defer action on the Municipal Center Emergency Action plan until next month.

As there was no further business to come before the Support Services Committee, on motion made by Mr. Loeb and seconded by Mr. McDevitt, Mr. Taylor adjourned the meeting at 2:16p.m.

Respectfully Submitted,

Nicole Livingston, Deputy Clerk